



# OJP

Violence Against Women Office

Grants to  
State  
Sexual Assault  
and  
Domestic Violence  
Coalitions Program

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**Fiscal Year 2002  
Application  
Guidelines**

**GMS REGISTRATION  
DEADLINE:  
Thursday, May 30, 2002**

**APPLICATION DEADLINE:  
Thursday, June 13, 2002**

**U.S. Department of Justice**  
**Office of Justice Programs**  
810 7th Street, N.W.  
Washington, D.C. 20531

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*Director*  
Violence Against Women Office

**Office of Justice Programs**  
**World Wide Web Homepage:**  
*<http://www.ojp.usdoj.gov>*

**Violence Against Women Office**  
**World Wide Web Homepage:**  
*<http://www.ojp.usdoj.gov/vawo>*

**Application for**  
**Grants to State Sexual Assault and Domestic Violence Coalitions Program**  
*<http://www.ojp.usdoj.gov/fundopps.htm>*

May 7, 2002

Dear Colleague,

The Violence Against Women Office (VAWO) is pleased to announce the availability of funding for the Grants to State Sexual Assault and Domestic Violence Coalitions Program (State Coalitions Program). This funding is intended to provide federal financial assistance to state coalitions to support the coordination of state victim services activities, and collaboration and coordination with federal, state, and local entities engaged in violence against women activities.

The Office of Justice Programs (OJP) requires that all applications be submitted through the OJP **Grants Management System (GMS)**. Access through the Internet to this online application system will streamline the processing of your request for funding.

Please use the following application guidelines to assist you in preparing your application for this grant program. Applications must be submitted to OJP electronically through GMS no later than 9:30 p.m. (EDT) on June 13, 2002. However, in order to allow adequate time to register on the online system, applicants must register at least two weeks prior to the application deadline. VAWO will begin accepting applications immediately.

To learn how to begin your online application process, please see the *Quick-Start Guide to Using GMS* in the attached package. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process: 1-888-549-9901.

If you have any *programmatic* questions regarding the State Coalitions Program, you may contact Marylouise Kelley (202/616-0530) or Brenda Hollis (202/305-2381). We look forward to receiving your application.

Diane M. Stuart

Director  
Violence Against Women Office

## FY 2002 Grants to State Sexual Assault and Domestic Violence Coalitions Program Application Checklist

A complete application will include items submitted on the Internet through the OJP's Grants Management System (GMS). Please use this checklist to ensure that your application is complete.

### **Step One: Submit the following information online through GMS**

*See Quick-Start Guide*

- G     Application for Federal Assistance (SF-424)  
*Note:* Applicants submit online.
  
- G     Summary Data Sheet and Project Narrative  
*Note:* Submit online as an attachment.
  
- G     Budget Narrative  
*Note:* Submit online as an attachment and include the Budget Detail Worksheet, Budget Summary, and Budget Narrative as part of this attachment.
  
- G     Certifications/Assurances  
*Note:* Applicants will "sign off" on these assurances and certifications electronically through GMS.
  
- G     Other Program Attachment  
*Note:* If you have not "Other Program Attachments," upload a blank document, as a document must be attached here in order to submit the application.

### **Step Two: Fax the following required document:**

*If the following documents are not available electronically they must be faxed to OJP as part of your application. Documents must be faxed to 202/354-4147. Important: Please include the program title of the VAWO Program to which you are applying and your GMS application number on each page of the document. If applicants have an electronic version of any of these documents, please submit it online as an "Other Program Attachment."*

- G     Letter of Nonsupplantation
- G     Indirect Cost Agreements, if applicable

Applications will be accepted immediately, but must be received electronically no later than

**9:30 p.m. (EDT) on Thursday, June 13, 2002.**

Please note: OJP policy requires that all applicants submit their applications electronically in order to be considered for a grant under the State Coalitions Program.

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## Background

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Since the Violence Against Women Act (VAWA) was enacted as Title IV of the Violent Crime Control and Law Enforcement Act of 1994, groundbreaking work has taken place in communities as victim advocates, police officers, prosecutors, and judges forge relationships with each other to address violence against women. VAWA has fundamentally changed the way that criminal justice agencies, victim advocacy organizations, and service providers within local communities address victim safety and offender accountability.

State sexual assault coalitions and state domestic violence coalitions have played a critical role in the implementation of VAWA, serving as a collective voice to end violence against women through collaboration with federal, state, and local organizations. Statewide sexual assault coalitions provide direct support to member rape crisis centers through funding, training and technical assistance, public awareness, and public policy advocacy. Statewide domestic violence coalitions provide comparable support to member battered women's shelters and service providers. In a small number of states and territories, these support services are provided through one dual sexual assault and domestic violence coalition. In a few other states, multiple state sexual assault and/or domestic violence coalitions exist.

In the Violence Against Women Act of 2000, Public Law 106-386, Congress authorized the Attorney General to award grants to state sexual assault and domestic violence coalitions. The Grants to State Sexual Assault and Domestic Violence Coalitions Program is intended to provide federal financial assistance to state coalitions to support the coordination of state victim services activities, and collaboration and coordination with federal, state, and local entities engaged in violence against women activities.<sup>1</sup> This solicitation provides program and application guidelines for FY 2002

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<sup>1</sup> Although both women and men may be victims of domestic violence, sexual assault, and stalking, women are the victims of the vast majority of these crimes. According to the Bureau of Justice Statistics, more than 85% of violent victimizations by intimate partners between 1993 and 1998 were perpetrated against women. Women are between 13 and 14 times more likely than men to be raped or sexually assaulted; for instance, in 1994, 93% of sexual assaults were perpetrated against women. Four of five stalking victims are women. Data on male victimization do not show that males experience comparable victimizations and injury levels, do not account for women who act in self defense, and do not measure financial control, intimidation, and isolation used by perpetrators of domestic violence against women. For these reasons, this application kit may refer to victims as women and perpetrators as men. However, applicants who receive grants under this program must serve all victims regardless of gender.

grants awarded under the Grants to State Sexual Assault and Domestic Violence Coalitions Program.

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## **Statutory Eligibility Requirements**

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### State Sexual Assault Coalitions

- ◆ Awards will be made to each sexual assault coalition, as determined by the Center for Injury Prevention and Control of the Centers for Disease Control and Prevention under the Public Health Service Act (42 U.S.C. § 280b et seq.).

### State Domestic Violence Coalitions

- ◆ Awards will be made to each domestic violence coalition, as determined by the Secretary of Health and Human Services through the Family Violence Prevention and Services Act (42 U.S.C. § 10410 et seq.).

Dual sexual assault and domestic violence coalitions that appear on both of the above mentioned lists will receive the combined allocation for the state.

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## **Eligible Applicants**

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### State Sexual Assault Coalitions\*

Alabama Coalition Against Rape  
Arizona Sexual Assault Network  
Arkansas Coalition Against Sexual Assault  
California Coalition Against Sexual Assault  
Colorado Coalition Against Sexual Assault  
Connecticut Sexual Assault Crisis Services  
DC Rape Crisis Center  
CONTACT Delaware, Inc.  
Florida Council of Sexual Assault, Inc.  
Georgia Network to End Sexual Assault  
Guam Healing Hearts Crisis Center / Dept' of Mental Health  
Hawaii Coalition for the Prevention of Sexual Assault  
Indiana Coalition Against Sexual Assault  
Illinois Coalition Against Sexual Assault  
Iowa Coalition Against Sexual Assault  
Kentucky Association of Sexual Assault Programs

Louisiana Foundation Against Sexual Assault  
Maine Coalition Against Sexual Assault  
Maryland Coalition Against Sexual Assault  
Minnesota Coalition Against Sexual Assault  
Mississippi Coalition Against Sexual Assault  
Missouri Coalition Against Sexual Assault  
Nevada Coalition Against Sexual Assault  
New Jersey Coalition Against Sexual Assault  
New Mexico Coalition of Sexual Assault Programs, Inc.  
New York State Coalition Against Sexual Assault  
North Carolina Coalition Against Sexual Assault  
Ohio Coalition on Sexual Assault  
Pennsylvania Coalition Against Rape  
Puerto Rico Rape Crisis  
Sexual Assault & Trauma Resource Center of Rhode Island  
Utah Coalition Against Sexual Assault  
Texas Association Against Sexual Assault  
Virginians Aligned Against Sexual Assault  
Washington Coalition of Sexual Assault Programs, Inc.  
West Virginia Foundation for Rape Information and Services  
Wisconsin Coalition Against Sexual Assault

\* Dual Sexual Assault and Domestic Violence Coalitions are listed separately on page 4.

State Domestic Violence Coalitions\*

Alabama Coalition Against Domestic Violence  
Arizona Coalition Against Domestic Violence  
Arkansas Coalition Against Domestic Violence  
California Alliance Against Domestic Violence  
Colorado Coalition Against Domestic Violence  
Connecticut Coalition Against Domestic Violence  
DC Coalition Against Domestic Violence  
Delaware Coalition Against Domestic Violence  
Florida Coalition Against Domestic Violence  
Georgia Coalition Against Domestic Violence  
Hawaii State Coalition Against Domestic Violence  
Illinois Coalition Against Domestic Violence  
Indiana Coalition Against Domestic Violence  
Iowa Coalition Against Domestic Violence  
Kentucky Domestic Violence Association  
Louisiana Coalition Against Domestic Violence  
Maine Coalition for Family Crisis Services  
Maryland Network Against Domestic Violence  
Minnesota Coalition for Battered Women  
Mississippi Coalition Against Domestic Violence  
Missouri Coalition Against Domestic Violence

Nevada Network Against Domestic Violence  
New Jersey Coalition for Battered Women  
New Mexico Coalition Against Domestic Violence  
New York State Coalition Against Domestic Violence  
North Carolina Coalition Against Domestic Violence  
Ohio Domestic Violence Network  
Pennsylvania Coalition Against Domestic Violence  
Coordinadora Paz para la Jujer, Inc./Proyecto Coalicion Contra la Violencia Domestica  
Rhode Island Coalition Against Domestic Violence  
Texas Council on Family Violence  
Utah Domestic Violence Advisory Council  
Virginians Against Domestic Violence  
Washington State Coalition Against Domestic Violence  
Wisconsin Coalition Against Domestic Violence  
West Virginia Coalition Against Domestic Violence

\* Dual Sexual Assault and Domestic Violence Coalitions are listed separately below.

#### Dual Sexual Assault and Domestic Violence Coalitions

Alaska Network on Domestic Violence and Sexual Assault  
Idaho Coalition Against Sexual and Domestic Violence  
Coalition Against Sexual Assault & Domestic Violence  
Jane Doe, Inc.  
Michigan Coalition Against Domestic Violence and Sexual Assault  
Montana Coalition Against Domestic and Sexual Violence  
North Dakota Council on Abused Women's Services/CASA  
Nebraska Domestic Violence and Sexual Assault Coalition  
New Hampshire Coalition Against Domestic and Sexual Violence  
Oklahoma Coalition Against Domestic Violence and Sexual Assault  
Oregon Coalition Against Domestic and Sexual Violence  
~~South Carolina Coalition Against Domestic Violence and Sexual Assault~~  
~~South Dakota Coalition Against domestic Violence and Sexual Assault~~  
Tennessee Coalition Against Domestic Violence and Sexual Assault  
Women's Coalition of St. Croix  
Vermont Network Against Domestic Violence and Sexual Assault  
Wyoming Coalition Against Domestic and Sexual Violence

### **Availability of Funds**

Congress has appropriated \$4,618,425 for State Sexual Assault Coalitions. Eligible sexual assault coalitions for each state, the District of Columbia, the Commonwealth of Puerto Rico, and the combined Territories of the United States, will each receive an amount equal to 1/54 of the total amount available under Grants to Combat Violent

## Crimes Against Women in FY 2002.

Congress has appropriated \$4,618,425 for State Domestic Violence Coalitions. Eligible domestic violence coalitions for each state, the District of Columbia, the Commonwealth of Puerto Rico, and the combined Territories of the United States, will each receive an amount equal to 1/54 of the total amount available under Grants to Combat Violent Crimes Against Women in FY 2002.

### **Award Amount**

Awards in the amount of \$85,526 will be made to the eligible sexual assault coalition in each state, the District of Columbia, and the Commonwealth of Puerto Rico. Awards in the amount of \$21,381.50 will be available for each of the combined Territories of the United States (American Samoa, Guam, Northern Mariana Islands, Virgin Islands).

Awards in the amount of \$85,526 will be made to the eligible domestic violence coalition in each state, the District of Columbia, and the Commonwealth of Puerto Rico. Awards in the amount of \$21,381.50 will be available for each of the combined Territories of the United States (American Samoa, Guam, Northern Mariana Islands, Virgin Islands).

States with eligible dual sexual assault and domestic violence coalitions will receive the combined allocation for the state. Dual coalitions **must ensure** an equitable distribution of funds to sexual assault and domestic violence related activities.

### **Award Period**

The award period for these grants will be 12 months.

### **Application Due Date**

Applications for State Coalitions Program grants for fiscal year 2002 will be accepted immediately but no later than 9:30 p.m. (EDT) on June 13, 2002.

### **Contact**

For additional information, please contact Marylouise Kelley (202/616-0530) or Brenda Hollis (202/305-2381).

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## Scope of Program

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Grants to State Sexual Assault and Domestic Violence Coalitions Program funds may be used to:

- ◆ Coordinate state victim services activities; and
- ◆ Collaborate and coordinate with federal, state, and local entities engaged in violence against women activities.

Grant funds may be used for, but are not limited to, the following activities relating to the implementation of the Violence Against Women Act:

- ✓ providing technical assistance to member agencies
- ✓ expanding the technological capacity of coalitions and/or member programs
- ✓ developing or enhancing appropriate standard of services for member programs, including culturally appropriate services to underserved populations
- ✓ conducting statewide, regional and/or community-based meetings or workshops for victim advocates, survivors, legal service providers, and criminal justice representatives
- ✓ bringing local programs together to identify gaps in services and to coordinate activities
- ✓ encouraging the representation of underserved populations in coordination activities, including the provision of scholarship funding to under-served communities to participate in planning meetings, taskforces, committees, etc.
- ✓ engaging in activities that promote coalition building at the local and/or state level
- ✓ coordinating federal, state and/or local law enforcement agencies to develop or enhance strategies to address identified problems
- ✓ engaging in systems advocacy to effect policy and/or procedural change in order to improve institutional responses to domestic violence and sexual assault  
(note: please review prohibited activities pertaining to lobbying discussed below)

Grant funds may not be used for certain activities. Prohibited activities include, but are not limited to, the following:

- ✓ engaging in lobbying-related activities, including the development and/or distribution of materials and travel to a state or national meeting for the sole purpose of lobbying (*This prohibition pertains to federal, state, local, and tribal lobbying.*)
- ✓ sub-contracting grant funds to member programs for the provision of direct services
- ✓ hiring a grant writer or paying any portion of staff salary for this purpose
- ✓ addressing child abuse outside the context of domestic violence and/or sexual assault

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## APPLICATION CONTENT AND GUIDELINES

Under the Grants Management System (GMS), the SF-424 will be completed online; the project narrative and other program attachments will be submitted as online attachments; the letter of non-supplantation and indirect cost agreement, if applicable, will be submitted by fax (or online under “other program attachments” if applicants have these documents available electronically). ***Applicants should register online at least two weeks prior to submission of their application. Applications are due by 9:30 p.m. (EDT) on June 13, 2002.*** A fully executed application, for the purposes of this Program, must include the following:

1. **Application for Federal Assistance (SF-424)**

The SF-424 will be filled out online through GMS.

The Catalog of Federal Domestic Assistance number for this Program is 16.588 and the title is Grants for State Sexual Assault and Domestic Violence Coalitions Program (block 10). The federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The signing authority is an individual authorized to accept grant funds on behalf of your agency. If the individual applying online is not the signing authority, that individual must list the authorizing official’s name and contact information where appropriate.

2. **Abstract (not to exceed 2 pages)**

The abstract should provide a brief summary describing the proposed project and how it would address the coalition's overall strategy to address violence against women. In no more than two pages, provide a succinct summary which answers the following questions:

a) What is your coalition's eligibility type:

- 1) State Sexual Assault Coalition
- 2) State Domestic Violence Coalition
- 3) Dual Coalition

b) What activities will be undertaken with grant funds?

c) Who will benefit from the grant (specific population or community)?

### 3. **Project Narrative**

a. Status of Current Project, if applicable (not to exceed two pages):

This section should describe what has been accomplished during the first year of funding under the Grants to State Sexual Assault and Domestic Violence Coalitions Program, if applicable, including: 1) a list of the goals and objectives for the current project, describing the status of each; 2) the status of completion of any project products; and 3) unanticipated obstacles to project implementation.

b. **What Will be Done (not to exceed five pages):**

This section should describe the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each, and including a time frame that identifies when activities will be accomplished.

c. **The Products:**

This section should describe the products that will be generated and how they could be used to assist member programs and/or collaborative efforts with federal, state, or local entities engaged in violence against women intervention and prevention activities. Grantees will be required to submit all products to the Violence Against Women Office for review prior to public release.

d. **How Effectiveness Will be Measured: (not to exceed one page)**

This section should describe the criteria that will be used to measure the project's effectiveness. It should explain how the review would be conducted and identify the specific data collection and analysis techniques to be used. The review should be designed to provide an objective assessment of the effectiveness of the procedures, technology, or services supported with grant funds. Whenever appropriate, the review process should be designed to provide ongoing or periodic feedback on the effectiveness or utility of particular programs, educational offerings, or achievements, which could then be further refined as a result of the review process.

e. **Related Federal Projects:**

To facilitate better coordination with the STOP Violence Against Women Formula Grants Program and among other federal agencies, each applicant must show how the proposed project would complement other initiatives supported with federal funds. Applicants are required to provide the following information in the application:

- Active federal grant awards from OJP bureaus or program offices, the Office of Community Oriented Policing Services (COPS), or other federal agencies already supporting this, or related, efforts<sup>2</sup>.
- Information on any pending applications for federal assistance for this or related efforts.
- Information on how the pending applications would be coordinated with the funding sought through this application. For each initiative, the program/project title, the federal grantor agency; the federal award amount; and a very brief description of its purpose must be included.
- Information on how the proposed project complements the State's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy. A listing of OJP formula grant

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<sup>2</sup> *Related projects* is defined for these purposes as:

- The same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other federal grants).
- Another phase or component of the same program/project (for example, to implement a planning effort funded by other federal monies or to provide an education component within a criminal justice project).
- Providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in the application.

points of contact is available at [www.ojp.usdoj.gov/state.htm](http://www.ojp.usdoj.gov/state.htm).

This information is requested to encourage better coordination among Federal agencies in addressing state and local needs.

#### 4. **Budget and Budget Narrative**

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. Match is not required for this grant program, but applicants are encouraged to maximize the impact of federal grant dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any supplemental contributions can be discussed in the project narrative; however, they should not be included in the budget or budget narrative.

Consultant rates in excess of \$450 per day require prior approval by the Violence Against Women Office.

Applicants also are urged to include funds in their budgets to attend financial management training seminars sponsored by the Office of the Comptroller, OJP. These seminars instruct participants in the financial administration of OJP formula and discretionary grants programs. A schedule listing the financial training seminars is available at [www.ojp.usdoj.gov/oc/fmts.htm](http://www.ojp.usdoj.gov/oc/fmts.htm).

A *Budget Detail Worksheet* is included in this package. You will submit your budget and budget narrative online; however, when preparing these items, please use the budget worksheet as a guide, including all the required budget categories, as needed. The budget should describe clearly:

- a. The proposed amount and uses of grant funds over the grant period
- b. How the amounts of the specific budget items were determined

#### 5. **Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6).** Please review these forms carefully. You will be agreeing to these assurances and certifications when you submit your application online through the Grants Management System. *NOTE: If the authorizing official is not the individual submitting the application in the GMS system, be sure the correct*

*authorizing official information has been entered.*

6. **Letter of Non-Supplantation** - A letter certifying that no supplantation of non-Federal funds will take place should a grant award be made must accompany the application (see *Administrative Requirements - Supplanting Prohibition*).

The letter of non-supplantation must be faxed to 202/354-4147. Please include the program title of the VAWO Program to which you are applying and your GMS application number on each page of the document. If these documents are available electronically, please submit them online under “other program attachments.”

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## **Program Requirements**

### **Coordination with STOP Formula Grant Program and Other Federal Efforts**

Applicants are required to submit a copy of their applications to the State agency that administers the STOP Formula Grant Program. In addition, applicants must indicate whether this project falls within the scope of the state’s STOP and Byrne Formula Grant statewide strategies. A list of OJP formula grant state administrating agency points of contact is available at [www.ojp.usdoj.gov/state.htm](http://www.ojp.usdoj.gov/state.htm).

### **Coordination With Other OJP Bureaus, Program Offices and Other Federal Agencies**

All applicants should specify additional funding which they currently have or for which they are applying from other OJP Bureaus and Program Offices. These are: the Bureau of Justice Assistance; the Bureau of Justice Statistics; the National Institute of Justice; the Office of Juvenile Justice and Delinquency Prevention; the Office for Victims of Crime; the Corrections Program Office; the Drug Courts Program Office and the Executive Office of Weed and Seed. Applicants also are encouraged to provide information on related funding they may be receiving from the Department of Justice’s Office of Community Oriented Policing Services and from offices and bureaus in other Federal agencies.

### **Violence Against Women Office Technical Assistance Program**

Grant recipients must agree to work closely with VAWO staff and technical assistance providers. VAWO strongly encourages successful applicants to participate in training and technical assistance events sponsored by VAWO. Applicants interested in attending technical assistance meetings sponsored by VAWO are encourage to include \$5,000 for travel expanses in their budget. (Please see a breakdown of estimated

travel costs in the Sample Budget in Appendix C.)

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## **Administrative Requirements**

### **Supplanting Prohibition**

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

### **Protection of Human Subjects of OJP Funded Research and Statistical Activities**

The Department of Justice (DOJ) is a signatory to the Federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46 - Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported or otherwise subject to regulation by any Federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1).

The applicant must indicate whether the project or activity in its application includes research that may involve human subjects, as defined in 28 CFR Part 46.

With respect to the data collection activities to be performed, please be advised that 28 CFR Part 22 ("Confidentiality of Identifiable Research and Statistical Information") requires that all information identifiable to a private person, as defined in Part 22, be kept confidential throughout the information or data collection process and thereafter. In accordance with 28 CFR section 22.23, each applicant for OJP support is required to submit a Privacy Certificate in connection with a grant application "which has a research or statistical project component under which information identifiable to a private person will be collected." Thus, each applicant should review the confidentiality requirements of 28 CFR Part 22 and submit a Privacy Certificate, including the information required by 28 CFR section 22.23.

### **Assurances and Certifications**

This package includes a list of assurances with which the applicant must comply in order to receive federal funds under this Program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

### **Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements**

The applicant must agree to the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements forms. The applicant must agree to comply with the following requirements:

**Lobbying:** The applicant and its subgrantees, contractors and subcontractors, will not use federal funds for lobbying and will disclose any lobbying activities.

**Debarment:** The applicant and its principals have not been debarred or suspended from federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

**Drug-Free Workplace:** The applicant will or will continue to provide a drug-free workplace. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact on which the U.S. Department of Justice will rely in making awards.

### **Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, SF-424.

### **Civil Rights Compliance**

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

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### NEPA Compliance

The use of these grant funds are subject to compliance with the National Environmental Policy Act (42 U.S.C. Section 4331 et seq.) and other related federal environmental impact review requirements including the National Historic Preservation Act (16 U.S.C. Section 470 et seq.). These requirements are triggered whenever activities such as construction or renovation are planned either with the use of (1) grant funds or (2) the applicant's or a third party's funds, as long as the proposed construction or renovation is a prerequisite to the use of the grant funds. Whenever these environmental impact review requirements are applicable to a grant activity, the applicant must assist OJP in their satisfactory completion prior to the commitment of the affected funds. This assistance may include, at a minimum, providing information on the age and historic importance of any buildings to be affected as well as their floodplain status. Applicants may also be requested to assist OJP prepare environmental assessments, should an assessment be required.

## **Grant Reporting Requirements**

### Program Evaluation

**Program Evaluation Initiatives:** As a special condition of any awards made under the Grants to State Sexual Assault and Domestic Violence Coalitions Program, grantees will be required to cooperate with VAWO, other Department of Justice components, and its designated contractors on officially-sponsored evaluation initiatives.

**Measuring Performance and Effectiveness:** There are two statutory requirements that require grantees to collect and maintain data that measures the effectiveness of the funded project. The first is the **Government Performance and Results Act of 1993 (GPRA), Public Law 103-62**, which was enacted to increase Congressional and Administrative focus on the results from government programs and activities. At its simplest, GPRA asks "What are we getting for the money that we are spending?" To

make GPRA more directly relevant for federal officials who manage grant programs, GPRA expands this question into three: What is your program trying to achieve? How will its effectiveness be determined? How is it actually doing?

Performance under this solicitation is measured by the extent to which financial assistance to state coalitions supports the activities which result in the increase in coordination of services and collaboration with federal, state and local entities. Award recipients will be required to collect and report data in support of these measures. Specifically, award recipients must provide VAWO with the information indicated below on program activities and services, and the change in those activities and services as a result of funding under this solicitation.

The second requirement, found in **VAWA 2000**, specifically requires the Attorney General to report to Congress on the effectiveness of programs funded under the State Coalition Program. As a result of VAWA 2000, all grant recipients are now statutorily required to report on the effectiveness of their programs, and the Attorney General must now report to Congress on the effectiveness of each project. Therefore, grantees must collect and maintain data that measures the success of the state coalition's efforts to coordinate state victim services activities and to collaborate and coordinate with federal, state, and local entities engaged in violence against women activities. Specifically, OJP is seeking to illustrate the effectiveness of grant-supported activities, including baseline information and post-project information that can demonstrate enhanced services for victims as a result of the project.

Information that state coalitions must collect under VAWA 2000 and GPRA reporting requirements include:

- ▶ A statistical summary comparison (before and after funding) of member programs and affiliated programs supported by the coalition;
- ▶ The number of services requested which could not be provided, including why such services could not be provided, e.g. lack of resources, lack of staff expertise, etc.
- ▶ When direct services, such as hotline services, are offered by the coalition, provide a statistical summary comparison (before and after funding) of persons served, detailing the nature of the victimization, and data on age, sex, race, ethnicity, language, disability, and relationship to offender.
- ▶ Statistical summary comparison (before and after funding) of statewide, regional and/or community-based meetings convened to coordinate responses to sexual assault and/or domestic violence;
- ▶ Statistical summary comparison (before and after funding) of technical

assistance activities provided to member program(s), including the nature of those activities;

- ▶ Statistical summary comparison (before and after funding) of public awareness events held, public service announcements, and informational materials developed;
- ▶ Statistical summary comparison (before and after funding) of programmatic materials by type developed to include: standards; protocols; training curricula; and policies; and,
- ▶ Statistical summary comparison (before and after funding) of conferences, seminars and workshops convened, by type of training provided and the disciplines/populations attending, e.g., domestic violence/sexual assault victim advocates, criminal justice personnel, community based organizations, legal service providers, victim/survivors, etc.

Other data of particular interest to OJP includes, but is not limited to:

- ▶ Identified gaps in services eliminated;
- ▶ Changes in the provision of culturally appropriate services to underserved populations; and,
- ▶ Rate of participation of community leaders representing underserved communities in coordination meetings.

### **Financial Status Report**

Financial status reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent.

### **Audit Requirements**

Non-federal entities that expend \$300,000 or more in Federal funds (from all sources including pass-through subawards) in the organization's fiscal year shall have a single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133. The audit report is due to the Federal Audit Clearinghouse not later than nine months after the end of the recipient's fiscal year.

## **Semi-annual Progress Report**

Recipients of funding are required to submit semi-annual progress reports. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award. Report format will be provided to the recipient by the Office of Justice Programs. Future awards and fund drawdowns may be withheld if the progress reports are delinquent.

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## **Suspension or Termination of Funding**

The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements and statutory objectives of the Sexual Assault and Domestic Violence Coalition Grants Program.
- The regulations and guidelines issued for the Sexual Assault and Domestic Violence Coalition Grants Program.
- The application submitted in accordance with the statute or other provision of any other applicable federal Act.

OJP will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those outlined in the Department of Justice regulations in 28 CFR Part 18.

## Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

**Please note:** Final applications will only be accepted through our on-line application system, including attachments submitted via facsimile. All application materials are due by 9:30 p.m. (EDT) on June 13, 2002.

- ◆ **Step 1.** Using your established Internet account,\* go to the World Wide Web page: <http://www.ojp.usdoj.gov/fundopps.htm>. **An online *GMS Application Procedures Handbook* is available on this page**, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.
- ◆ **Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP grant funding.
- ◆ **Step 3.** If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After you register, you must select the **Grants to State Sexual Assault and Domestic Violence Coalitions Grant Program** and begin working on it so that your registration will be sent to VAWO. It may take up to one week for you to receive confirmation that you are eligible to apply.

If you are not a new user and have a GMS password, click on "**Login.**" If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

- ◆ **Step 4.** To **submit** your application online, complete the on-screen *424 / Application for Federal Assistance* and attach and upload your program narrative, and other program attachments in either word processing or spreadsheet files. (Note: You must attach and upload documents in all three of these sections in order to submit

your application. If you do not have any “Other Program Attachments”, you may attach a blank document.) After submission, you will **receive confirmation through email** that OJP has received your application and you will be given an application number for future reference.

*\*If your organization does not have an Internet account, you must establish one in order to apply online for OJP funding. To do this, call the GMS Hotline at 1-888-549-9901 for assistance.*

**APPENDIX A**

Standard Application Form (SF-424)



# APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction  <i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier
		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name:		Organizational Unit:	
Address (give city, county, state and zip code):		Name and telephone number of the person to be contacted on matters involving the application (give area code)	
6. EMPLOYER IDENTIFICATION (EIN) <input type="text"/> <input type="text"/> - <input type="text"/>		7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/>	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award    B. Decrease Award    C. Increase Duration D. Decrease Duration    Other (specify): _____		A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private Industry K. Indian Tribe L. Individual M. Profit Organization N. Other (specify): _____	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>		9. NAME OF FEDERAL AGENCY:	
TITLE:		11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT:	
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):			
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ .00	a. YES. THIS PREAPPLICATION/APPLICATIN WAS MADE A VALIABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:  DATE _____	
b. Applicant	\$ .00	b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
c. State	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ .00		
e. Other	\$ .00		
f. Program Income	\$ .00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
g. TOTAL	\$ .00	<input type="checkbox"/> Yes    If "Yes," attach an explanation. <input type="checkbox"/> No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED			
a. Typed Name of Authorized Representative		b. Title	c. Telephone number
d. Signature of Authorized Representative		e. Date Signed	

## Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most federal agencies. This form contains 18 different items which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	<b>Type of Submission:</b> If this proposal is not for construction or building purposes, check the "Non-Construction" box in the application section.
2	<b>Date Submitted:</b> Indicate the date you sent the application to OJP. The "Application Identifier" is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
3	<b>Date Received by State:</b> Leave blank. This item is completed by the State single point of contact, if applicable.
4	<b>Date Received by Federal Agency:</b> Leave blank. This item will be completed by OJP.
5	<b>Applicant Information:</b> The "Legal Name" is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact and include their telephone number. It is not unusual for the name of the contact person to differ from the authorized representative in Item 18 below.
6	<b>Employer Identification Number:</b> Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency's accountant or comptroller.
7	<b>Type of Applicant:</b> Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering "consortium".
8	<b>Type of Application:</b> Check either "new" or "continuation". Check "new", if this will be your first award for the purpose described in the application, even if the applicant has received prior awards for other purposes. Check "continuation", if the project will continue activities of a project, including minor modifications, or implement the next phase of a project that was begun under a prior award.
9	<b>Name of Federal Agency:</b> Type in the name of the awarding agency, "[insert agency name]"
10	<b>Catalog of Federal Domestic Assistance Number:</b> This would be contained in the program announcement. The number for this program would be [insert number].
11	<b>Descriptive Title of Applicant's Project:</b> Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant's fiscal year, i.e. twelve month audit period, ex. 10/1/97 - 9/30/98.
12	<b>Areas Affected by Project:</b> Identify the geographic area(s) of the project. Indicate "Statewide" or "National", if applicable.
13	<b>Proposed Project Dates:</b> Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.
14	<b>Congressional Districts:</b> Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate "Statewide" or "National", if applicable.
15	<b>Estimated Funding:</b> In line "a", enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines "b-f," as appropriate.
16	<b>State Executive Order 12372:</b> Some states require you to submit your application to a State "Single Point of Contact" (SPOC) to coordinate applications for Federal funds within the state. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the "Administrative Requirements" section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.
17	<b>Delinquent Federal Debt:</b> This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.

**18**

**Authorized Representative:** Type in the name of the person legally authorized to enter into agreements on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as "original" to help distinguish the original from the photocopies.

## **APPENDIX B**

Assurances & Certifications Regarding Lobbying; Debarment, Suspension, and Other  
Responsibility Matters; and Drug-free Workplace Requirements

## ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUGFREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510, -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the DrugFree Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 —

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drugfree awareness program to inform employees about —

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drugfree workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Check  if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check  if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 —

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

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2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

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4. Typed Name and Title of Authorized Representative

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5. Signature

6. Date

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

<p><b>1. Type of Federal Action:</b></p> <p><input type="checkbox"/> a. contract  <input type="checkbox"/> b. grant  <input type="checkbox"/> c. cooperative agreement  <input type="checkbox"/> d. loan  <input type="checkbox"/> e. loan guarantee  <input type="checkbox"/> f. loan insurance</p>	<p><b>2. Status of Federal Action:</b></p> <p><input type="checkbox"/> a. bid/offer/application  <input type="checkbox"/> b. initial award  <input type="checkbox"/> c. post award</p>	<p><b>3. Report type:</b></p> <p><input type="checkbox"/> a. initial filing  <input type="checkbox"/> b. material change</p> <p><b>For Material Change Only:</b></p> <p>year _____ Quarter _____  date of last report _____</p>
<p><b>4. Name and Address of Reporting Entity:</b></p> <p><input type="checkbox"/> Prime      <input type="checkbox"/> Subawardee</p> <p style="padding-left: 40px;">Tier _____, <i>if known</i></p> <p style="margin-top: 20px;"><b>Congressional District, if known:</b></p>		<p><b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b></p> <p style="margin-top: 20px;"><b>Congressional District, if known:</b></p>
<p><b>6. Federal Department/Agency:</b></p>	<p><b>7. Federal Program Name/Description:</b></p> <p style="margin-top: 20px;">CDFA Number, <i>if applicable</i>: _____</p>	
<p><b>8. Federal Action Number, if known:</b></p>	<p><b>9. Award Amount, if known:</b></p> <p style="text-align: center;">\$ _____</p>	
<p><b>10. a. Name and Address of Lobbying Entity</b> (<i>if individual, last name, first name, MI</i>)</p>		<p><b>b. Individuals Performing Services</b> (<i>including address if different from No. 10a</i>) (<i>last name, first name, MI</i>)</p>
<p><b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of the fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b></p>		<p><b>Signature:</b> _____</p> <p><b>Print Name:</b> _____</p> <p><b>Title:</b> _____</p> <p><b>Telephone No.:</b> _____ <b>Date:</b> _____</p>
<p><b>Federal Use Only:</b></p>		<p style="text-align: right;"><b>Authorized for Local Reproduction</b> Standard Form - LLL</p>

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046); Washington, D.C. 20503.

**APPENDIX C**

Budget Detail Worksheet and Sample Budget

**Budget Detail Worksheet**

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position

Computation

Cost

TOTAL \_\_\_\_\_

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>	-
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**TOTAL** \_\_\_\_\_

**Total Personnel & Fringe Benefits** \_\_\_\_\_

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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**TOTAL** \_\_\_\_\_

**D. Equipment** - List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
-------------	--------------------	-------------

**TOTAL** \_\_\_\_\_

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
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**TOTAL** \_\_\_\_\_

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor

repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

**TOTAL** \_\_\_\_\_

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
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Subtotal \_\_\_\_\_

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

Subtotal \_\_\_\_\_

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
-------------	-------------

Subtotal \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description

Computation

Cost

**TOTAL** \_\_\_\_\_

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, ( a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description

Computation

Cost

**TOTAL** \_\_\_\_\_

**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
<b>Total Direct Costs</b>	_____
I. Indirect Costs	_____
<b>TOTAL PROJECT COSTS</b>	_____
<b>Federal Request</b>	_____
<b>Non-Federal Amount</b>	_____

# SAMPLE

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 12/97)

## Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 12 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Advocate	(\$50,000 x 100%)	\$50,000
Administrative Assistant	(\$40,000 x 25%)	<u>\$10,000</u>
		\$60,000

The advocate will organize quarterly training sessions for the local DV programs. The advocate will also assist the local agencies in enhancing their current programs and provide technical assistance as needed. A part-time secretary will prepare reports and training materials for the quarterly meetings of victim advocates, survivors, and criminal justice representations.

**TOTAL**  
**\$60,000**

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Employer's FICA	\$60,000 x 7.65%	\$4,590
Retirement	\$60,000 x 6%	\$3,600
Health Insurance	\$60,000 x 12%	\$7,200
Workman's Compensation	\$60,000 x 1%	\$600
Unemployment Compensation	\$60,000 x 1%	\$600

**TOTAL**  
**\$16,590**

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Regional Workshop	TBD	Airfare (\$300 x 1 person x 1 trip)		\$ 300
		Hotel (\$75/night x 4 nights x 1 trip)		\$ 300
		Meals (\$35/day x 5 days x 1 trip)		\$ 175

The advocate will attend a regional workshop for victim advocates.

**TOTAL \$**  
**775**

**D. Equipment** -List non-expendable items that are to be purchased (Note: Organization’s own capitalization policy for classification of equipment should be used). Expendable items should be included in the ”Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the ”Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
		<b>TOTAL</b> <u>    \$0    </u>

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 12 mo)	\$ 600
Postage	(\$20/mo x 12 mo)	\$ 240

Office supplies and postage are needed for general operation of the program.

**TOTAL**     \$840

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

**TOTAL \$ \_\_\_\_\_ 0**

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
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Jane Doe	Domestic Violence Trainer	(\$300/day x 4 days)	\$1,200
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Jane Doe, Domestic Violence Trainer will co-facilitate the quarterly meetings.

Subtotal \_

\$1,200

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
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Airfare	Maryland	(\$300 x 4 trips)	\$1,200
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Hotel		(\$80/day x 4 days)	\$ 320
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Meals		(\$35/day x 8 days)	\$ 280
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Taxi (to/from airport)		(\$30/trip x 4 trips)	\$ 120
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Jane Doe is expected to make up to 4 trips to provide training and technical assistance to the project.

Subtotal \$1,920

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>		<u>Cost</u>
AV Equipment Rental for training	\$400/training x 4	\$1,600
	Subtotal	<u>\$1,600</u>
	<b>TOTAL</b>	<b><u>\$4,720</u></b>

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Meeting Room Rental	(\$600/day x 4 days)	\$ 2,400
Telephone	(\$75/mo. x 12)	\$ 900
Printing/Reproduction	(\$100/mo. x 12)	\$ 1,200
	<b>TOTAL</b>	<b><u>\$4,500</u></b>

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, ( a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
<b>TOTAL</b>	_____	

**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	<u>\$ 60,000</u>
B. Fringe Benefits	<u>\$ 16,590</u>
C. Travel	<u>\$ 775</u>
D. Equipment	<u>\$ 0</u>
E. Supplies	<u>\$ 840</u>
F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 4,720</u>
H. Other	<u>\$ 4,500</u>
Total Direct Costs	<u>\$ 87,425</u>
I. Indirect Costs	<u>\$ 0</u>
TOTAL PROJECT COSTS	<u>\$ 87,425</u>
Federal Request	<u>\$ 87,425</u>
Non-Federal Amount	<u>\$ NA</u>

## **APPENDIX D**

### Single Points of Contact

## INTERGOVERNMENTAL REVIEW PROCESS

Executive Order 12372 requires applicants from State and local units of government or other organizations providing service within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. You must contact your State SPOC to find out if this program has been selected for review by your State.

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," Section 4, the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development. This listing is the OFFICIAL OMB LISTING. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

States that are not listed no longer participate in the intergovernmental review process but MAY still apply for grants. These include: Alaska; American Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Massachusetts, Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; South Dakota; Tennessee; Virginia; and Washington. This list is based on the most current information provided by the States. Changes to the list will only be made upon formal notification by the State.

---

### ARIZONA

Joni Saad  
Arizona State  
Clearinghouse  
3800 N. Central Avenue  
Fourteenth Floor  
Phoenix, Arizona 85012

Telephone (602) 280-1315  
FAX: (602) 280-1305

### ARKANSAS

Mr. Tracy L. Copeland  
Manager, State  
Clearinghouse  
Office of  
Intergovernmental  
Services, Department of  
Finance and  
Administration  
1515 W. 7th St., Room  
412  
Little Rock, Arkansas

72203

Telephone: (501) 682-1074  
FAX: (501) 682-5206  
tlcopeland@dfa.state.ar.us

### CALIFORNIA

Grants Coordinator  
Office of Planning &  
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1400 Tenth Street,  
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95814

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### DELAWARE

Francine Booth  
State Single Point of

Contact

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Thomas Collins Building  
P.O. Box 1401  
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Telephone: (302) 739-3326

FAX: (302) 739-5661  
fbooth@state.de.us

### DISTRICT OF COLUMBIA

Charles Nichols  
State Single Point of  
Contact  
Office of Grants Mgmt.  
& Development.  
717 14th Street, N.W. -  
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20005

Telephone: (202) 727-6554  
FAX: (202) 727-1617

### **FLORIDA**

Florida State  
Clearinghouse  
Department of  
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2740 Centerview Drive  
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32399-2100

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### **GEORGIA**

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ssda@mail.opb.state.ga.us

### **ILLINOIS**

Virginia Bova  
State Single Point of  
Contact  
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Commerce and  
Community Affairs  
620 East Adams  
Springfield, Illinois

62701  
Telephone: (217) 814-6028  
FAX: (217) 814-1800

### **INDIANA**

Frances Williams  
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46204

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### **IOWA**

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### **KENTUCKY**

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Intergovernmental  
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### **MAINE**

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### **MARYLAND**

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### **MICHIGAN**

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### **MISSISSIPPI**

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6764

### **MISSOURI**

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4834  
FAX: (314) 751-  
7819

### **NEVADA**

Department of  
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State Clearinghouse  
Capitol Complex  
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89710

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FAX: (702) 687-  
3983  
Contact: Heather Elliot

(702) 687-6367  
helliott@govmail.state.nv  
.us

### **NEW HAMPSHIRE**

Jeffrey H. Taylor  
Director, New  
Hampshire Office of  
State Planning  
Attn: Intergovernmental  
Review Process  
Mike Blake  
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Concord, New  
Hampshire 03301

Telephone: (603) 271-  
2155  
FAX: (603) 271-1728

### **NEW MEXICO**

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Division  
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3640  
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### **NEW YORK**

New York State  
Clearinghouse  
Division of the Budget  
State Capitol  
Albany, New York 12224

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1605  
FAX (518) 486-5617

### **NORTH CAROLINA**

Jeanette Furney  
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Chrys Baggett

(Environment)  
N.C. State  
Clearinghouse  
Office of the Secretary  
of Administration.  
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27603-8003

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7232  
FAX: (919) 733-  
9571

### **NORTH DAKOTA**

North Dakota Single  
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Assistance  
600 East Boulevard  
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58505-0170

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2094  
FAX: (701) 224-  
2308

### **OHIO**

Larry Weaver  
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State Clearinghouse  
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0411

### **RHODE ISLAND**

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Review Coordinator  
Department of  
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### **SOUTH CAROLINA**

Rodney Grizzle  
State Single Point of  
Contact  
Budget and Control  
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### **TEXAS**

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